



Annual Performance and Salary Review 2007 Timeline

June 18 – July 15

- Employees write accomplishment reports for work performed July 2006 through June 2007 and submit to their supervisors.

Beginning July 16

- Supervisors review accomplishment reports and discuss any discrepancies with employees.
- Supervisors use 2006 performance review form containing goals set in July 2006 to begin writing performance review.
- Supervisors and employees discuss and finalize goals and competencies for the next review period using the 2007 performance evaluation form.

Months of August & September

- Supervisors obtain second-level reviews on the Evaluation Form.
- Supervisors and employees discuss performance for the past review period.
- Division/Section Heads submit overall performance ratings to Human Resources Services (Compensation).

October 1 – October 31

- Employees receive their performance evaluation and payroll authorization.
- Division/Section Heads forward all completed 2006 performance reviews for all review-eligible employees to the Employee and Labor Relations Office (M.S. 124).